METROPOLITAN
KNOXVILLE
AIRPORT
AUTHORITY

Request for Statements of Qualifications

For

Engineering Professional Services

relating to

Federal Grant Projects

Issue Date:
October 23, 2026

Submission Due Date:
November 13, 2026

METROPOLITAN KNOXVILLE AIRPORT AUTHORITY
P.O. Box 15600
Knoxville, TN 37901
Phone: (865) 342-3001

Table of Contents

1. **Notice of Request for Statements of Qualifications** 1
2. **Overview of Procurement Process** 1
3. **Scope of Services to be Provided** 1
4. **Schedule for Selection and Award** 2
5. **Evaluation Criteria and Form of Submittal** 2
6. **Evaluation Process** 4
7. **General Provisions** 4
8. **Contractual Requirements** 6
9. **Federal Contracting Requirements** 7

1. Notice of Request for Statements of Qualifications

The Metropolitan Knoxville Airport Authority ("MKAA" or the "Authority") is issuing this Request for Qualifications (this "RFQ") to request Statements of Qualifications ("SOQ") from interested and qualified entities for engineering professional services as described herein. This RFQ will be made available in electronic format on October 23, 2026, on MKAA's website at https://flyknoxville.com/airport-authority/procurement/, and MKAA will also use its best efforts to disseminate this RFQ to interested parties.

SOQs in response to this RFQ must be submitted no later than 4:30 PM EST on November 13, 2026. SOQs will only be received through the secure online network, BidNet Direct (www.bidnetdirect.com).

2. Overview of Procurement Process

MKAA is requesting SOQs from interested and qualified firms to provide engineering services for certain airport projects, as described below, at McGhee Tyson (TYS) and Downtown Island (DKX) Airports for a five-year period. Engineering services are needed for certain projects identified in the Airport's capital improvement program ("ACIP") as it is adopted and modified from time to time.

The purpose of this RFQ is to request SOQs from qualified parties and, in that regard, provide information relating to the services required and provide criteria to evaluate SOQs to select the most qualified respondent. This is a qualifications-based selection process. The weighted scoring of the criteria listed in Section 5 will be utilized to determine the most qualified respondent.

Consultants who respond or may respond to this RFQ are referred to herein as "Respondents" or "Consultants."

3. Scope of Services and Expected Projects

The selected Respondent will be expected to provide the range of engineering services ("Engineering Services") as described in Section 1.4.2 of FAA Advisory Circular (the "AC") 150/5100-14E for Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects. Prospective Respondents should familiarize themselves with the AC as it provides guidance for airport sponsors, such as MKAA, in the selection and engagement of engineering consultants, as well as other types of consultants. The selection process pursuant to this RFQ is intended to be consistent with the guidance provided in the AC. Consultants should also be familiar with all other relevant regulatory guidance provided by the Federal Aviation Administration ("FAA") related to the selection of and contracting for engineering consultants for aviation funding programs and requirements. As certain projects may also have state funding, Consultants should also be familiar with any applicable requirements of the Tennessee Department of Transportation Aeronautics Division ("TDOT").

The projects for which the selected Respondent will be expected to be available to provide services are those airport improvement projects (not including equipment purchases that do not require Engineering Services for selection, installation, or integration) to be undertaken pursuant to MKAA's ACIP during the next five years for which MKAA expects to utilize federal grant funding. The specific airport improvement projects that are expected to be undertaken at MKAA are listed in the ACIP, and if federal funding is expected to be utilized by MKAA, that source of funding is noted on the ACIP. MKAA's ACIP for the next five fiscal years, with the last fiscal year ending June 30, 3030, is

available for review on MKAA's website. As is described below, MKAA may retain multiple architectural and/or engineering firms to assist with airport projects, and MKAA is not committing to utilize the services of the selected Respondent for any or all of the federally-funded projects listed on the ACIP. The Respondent's services will be utilized for specific projects based upon a fee negotiation for those projects for which the Respondent is requested to provide services. Authority may award other projects to the selected firm that are funded with state, local or other funding sources as allowed by applicable laws.

4. Schedule for Selection and Award

a. Schedule. Provided below is the anticipated schedule for the selection process. MKAA reserves the right to adjust this schedule and add or remove specific events to meet the needs of MKAA. Any such changes to the schedule will be explained in an addendum.

b. Key Dates.
   i. Release of RFQ: October 23, 2026
   ii. Deadline for Questions on RFQ: November 2, 2026, 12:00 PM EST
   iii. Addendum responding to questions will be issued: November 6, 2026
   iv. Deadline for submission of SOQs: November 13, 2026, 4:30 PM EST
   v. Evaluation by MKAA of SOQs: November 16-20, 2026
   vi. Interviews with Shortlist of Respondents: November 30, 2026 through December 4, 2026
   vii. Selection and Notification of First-Ranked Respondent: December 9, 2026 (Estimated)
   viii. Negotiation of Fees and Terms of Contract with selected Respondent: January 1, 2026 (Estimated)
   ix. Board Approval of Contract and Contract Execution: December 16, 2026 (Estimated)

5. Evaluation Criteria and Form of Submittal

The selection of the successful Respondent will be based solely upon a qualifications-based selection process. Following selection of a Respondent, MKAA and the selected Respondent will engage in negotiations to agree upon a compensation arrangement that is fair and equitable to both parties (and which may be subject to a third-party review).

MKAA has established a selection committee to develop the criteria that will be evaluated by MKAA in determining which Respondent is most qualified. Set forth below are the criteria that will be utilized for this purpose along with the relative weight, based on points, that is applicable to each criterion.

Criterion 1 (Pass/Fail). Minimum Qualifications. The following minimum qualifications have been established as a basis for determining the eligibility of Respondents. Respondents must demonstrate that they meet the minimum qualifications below. A response will be considered non-responsive and will not receive further consideration unless sufficient documentation is provided to determine whether the Respondent meets the following minimum qualifications:

a. Provide written evidence of the Respondent's authority to provide engineering services in the State of Tennessee together with appropriate licenses of the key employees included in Respondent's response. (no page limit)
b. Provide written evidence that the Respondent maintains general liability insurance, professional liability insurance and automobile liability insurance by providing insurance certificate(s) certifying such coverage and showing limitations of liability for each type of

insurance. (no page limit).

Respondents should note that insurance requirements for the selected Consultant will be included in the relevant contract documents, and the information required above is only preliminary information to ascertain Respondents' ability to obtain insurance.

Criterion 2 (50 points). Organization and Experience: Respondents will be evaluated based upon the Respondent's experience with undertaking similar projects in size and scope as those contained in the ACIP. Respondents must demonstrate a working relationship with the State and FAA. Respondents must possess a thorough understanding of FAA rules and regulations regarding design and development of airports similar to TYS and DKX Airports and must demonstrate project experience in working with state and federal regulations and procedures, particularly regulations and procedures established by the FAA. Respondents must also demonstrate an ability to conclude a project on time and within budget. To assist in evaluating this criterion, Respondents should provide the following:

a. Provide a brief description of the Respondent's company size and corporate organizational structure. Include a discussion of the Respondent's financial stability, capacity, and resources. (maximum 2 pages)

b. Provide a list of at least three (3) similar airport engagements undertaken in the last five (5) years. Describe performance on each of these engagements in terms of quality of work, adherence to schedules, and budget compliance. Discuss actual participation and responsibilities on specific projects, including budgets, schedules, and scope. Do not include projects for which key project personnel are no longer employed by the firm. (maximum 5 pages)

c. Provide reference letters from airport sponsors with respect to the engagements referenced above addressing the Respondent's performance and success in meeting established schedules and budgets. All reference letters provided must include current contact information including telephone number and email address. (maximum 7 pages)

Criterion 3 (50 points). Qualifications of Key Personnel. Respondents will be evaluated based upon the Respondent's key personnel. To assist in evaluating this criterion, Respondents should provide a list the key personnel that will be performing work on behalf of the Respondent and also include:

a. Qualifications, certifications and other key credentials of each team member;
b. Description of the demonstrated experience of each team member on comparable airport projects; and
c. Explanation of their knowledge of FAA regulations, policies, and procedures.

The key personnel identified in this RFQ will be expected to remain assigned for the term of the agreement unless a substitution is agreed to by the MKAA in accordance of the terms of the agreement between the selected Respondent and MKAA. (maximum 3 pages)

Each response must contain the following sections, separated by tabs, to be considered responsive:

a. Submission Cover Sheet
b. Introduction letter (maximum 2 pages)

c. Table of Contents (maximum 2 pages)
d. Statement of Qualifications - Responses to Criteria 1-3 listed above (each criterion has maximum page count identified, if applicable)
e. If any addenda have been issued, acknowledgement of review of the addenda by the Respondent (one page)

6. Evaluation Process

The selection committee will review all responses to this RFQ. This selection committee will evaluate and score each response using the criteria and point system set forth above, with each Respondent being eligible for a maximum score of 100 points.

After receipt of the written submissions of the Respondents, the selection committee will evaluate the submissions and provide a preliminary scoring based upon those written submissions. Based upon such preliminary scoring, the selection committee shall establish a shortlist of Respondents to participate in interviews.

Following the interviews, the selection committee will undertake a final scoring of the interviewed Respondents and will do a final ranking of the Respondents based on experience and qualifications data, the interview results, and other relevant data using the selection criteria listed. After the ranking is complete, MKAA will initiate contract negotiations and fee negotiations as to the first project likely to be undertaken with the first-ranked Respondent. If MKAA and the first-ranked Respondent are unable to agree on terms, MKAA will terminate negotiations with that Respondent and may then proceed to discussions and negotiations with the next highest-ranked Respondent. MKAA may continue this process with successive Respondents, in order of ranking, until an agreement is reached.

MKAA reserves the right, in its sole discretion, to select the best qualified and most responsive Respondent that is deemed to be in the best interests of MKAA. MKAA reserves the right to clarify and/or request additional information from any of the submitting Respondents it deems necessary to evaluate Respondent's experience and qualifications and/or clarify or substantiate any information contained in the Respondent's submitted response.

7. General Provisions

A. No Lobbying

No Respondent or potential Respondent shall engage in any direct or indirect lobbying of any member of MKAA's Board of Commissioners, any MKAA staff member or other persons or organizations that may be involved in this selection process on behalf of MKAA. This policy is effective between the date this RFQ is issued and the date of the execution of a contract resulting from this RFQ. Questions submitted in writing to MKAA for clarification of the information contained in this RFQ or in a subsequent request for proposals to short-listed Respondents are not prohibited by this policy.

B. Joint Venturing

An entity that is a joint venture (or similar association) of multiple firms must independently meet the minimum requirements set forth above for being an eligible Respondent. Also, each entity that is

part of a joint venture (or similar association) must agree as part of the contracting process to be jointly and severally liable for all obligations of the joint venture (or similar association).

C. Reservations by MKAA

MKAA reserves the right to (i) supplement, amend or otherwise modify the terms of this RFQ, (ii) reject any and all responses, (iii) waive any informality in this RFQ process or parts thereof, (iv) re-solicit engineering professional services, and/or (v) select more than one Respondent as a result of this RFQ. MKAA does not guarantee that a firm will be selected to provide services as a result of this RFQ or that an agreement will be successfully consummated with the selected Respondent.

D. Addenda

Every request for interpretation, questions, or additional information regarding this RFQ shall be made in writing to MKAA. All questions will be submitted electronically via BidNet, and answers will be distributed as an addendum. All inquiries relating to this RFQ must be received before November 6, 2026, at 12:00PM EST. Questions by phone or e-mail will not be accepted.

MKAA may also issue one or more addenda at any time to amend or supplement this RFQ. Such addenda will be distributed in the same manner as this RFQ, and Respondents shall be responsible for monitoring the issuance of any addenda. Should an Addendum be issued, the Respondent must acknowledge receipt.

E. Communication Failures

MKAA shall not be responsible for any electronic communication failures in connection with the submission of any response or any inquiries.

F. Submission Procedure

SOQs will only be received by secure online network BidNet Direct (www.bidnetdirect.com). The submission must be received no later than **4:30 PM EST on November 13, 2026**. All submittals received after the time will be will not be considered. Respondents should register as a vendor on the referenced website in order to be able to submit responses.

G. Noncompliance with RFQ

If a Respondent fails to comply with any requirements of this RFQ, MKAA may choose to consider such failure as part of evaluating the criteria set forth above or deem the submission nonresponsive and remove the Respondent from further consideration, in MKAA's sole discretion.

H. Costs of Respondents

Respondents shall be solely responsible for all costs and expenses incurred by them in responding to this RFQ or any subsequent request for proposals, and MKAA shall not be responsible for the payment of any such costs and expenses.

I. Public Records and Ownership of Submissions

All information submitted by Respondents will become public records in accordance with appliable law, and MKAA cannot agree to any requests to keep any such information confidential. All

submissions shall become the property of MKAA and will not be returned to Respondents.

J. Security Clearances

All personnel of the firm that will provide services at TYS will need to receive appropriate security clearances so as to be able to work at the terminal. Respondents should not propose any key personnel or other on-site employees that could not receive the necessary security clearance. The precise terms of the required security clearances will be set forth in the relevant contract documents.

K. Right to No Award or Partial Award

Award will be made to the Respondent(s) with the most qualified and/or responsive SOQ, if awarded. MKAA reserves the right to reject all responses, reject portions of any response, or accept the response(s) deemed most advantageous to MKAA. In addition, MKAA reserves the right to modify the terms of the RFA at any time. MKAA will provide the Respondents with written notice of cancellation or modification.

8. Contractual Requirements

A. Form of Agreement

MKAA expects to utilize an MKAA-produced professional services agreement, developed by MKAA's counsel, as the contractual basis for the engagement. This agreement will include addenda that incorporate required federal and state contracting requirements. The form of the proposed agreement will be provided to the selected Respondent.

B. Choice of Law

The laws of the State of Tennessee must govern the operation and enforceability of any resulting Agreement from this RFQ. Any action or legal proceeding arising out of or related to any resulting Agreement from RFQ must be brought in the state courts of Knox County, Tennessee, or in the federal court in the district where the Airport is located.

C. Sovereign Immunity of MKAA

MKAA will not enter into any agreement which contains a clause requiring MKAA to indemnify, hold harmless, or defend any party. Also, MKAA will not enter into any agreement which contains a clause limiting its remedies against any party.

D. Indemnification

The Selected Respondent must agree to indemnify and hold MKAA, its commissioners, officers, agents and/or employees harmless from and against any and all lawsuits, damages and expenses, including court costs and attorney's fees, by reason of any claim and/or liability imposed, claimed and/or threatened against MKAA, its commissioners, officials, agents and/or employees for damages because of any damages arising out of or in consequence of the performance of services by the Selected Respondent to the extent that such damages are attributable to the negligence of the Selected Respondent or its agents and/or employees.

E. Non-Boycott of Israel

By submitting an SOQ, each Respondent certifies that it is not currently engaged in and will not for the duration of the contract engage in, a boycott of Israel as defined by Tennessee Code Annotated § 12-4-119.

F. Iranian Divestment Act

Under the Iran Divestment Act, Tennessee Code Annotated §§ 12-12-101–12-12-113, political subdivisions in Tennessee are prohibited from entering into any procurement or contract over $1,000 with a person who engages in investment activities in Iran. As required by Tennessee Code Annotated §§ 12-12-111(a), in its response, each Respondent shall affirm as true under the penalties of perjury the following statement in the proposal:

> "By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to § 12-12-106."

9. Federal Contracting Requirements

A. Federal Requirements Generally

MKAA expects to use federal grant funds to pay a portion of the cost of the projects in the ACIP. Therefore, numerous contract provisions required by the Federal Aviation Administration (the "FAA") are required to be included in the contract between MKAA and the selected firm. On March 17, 2026, the FAA issued updated Contract Provision Guidelines that set forth various mandatory contractional provisions and representations. Those updated guidelines can be reviewed at the following link: Required Contract Provisions for Airport Improvement Program and for Obligated Sponsors, 17 March 2026. Respondents should be familiar with such guidelines and should be prepared to agree to the terms of such provisions and to make the representations required by the FAA in such guidelines. The actual terms required by the guidelines at the applicable time will be included in the proposed agreement with the selected Respondent.

B. DBE Program

The requirements of 49 CFR Part 26 including any amendments thereto will apply to any contract entered into pursuant to this RFQ. It is the policy of MKAA to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of that contract. MKAA encourages participation by all firms qualifying under this RFQ regardless of business size or ownership.
Potential Respondents should note that compliance with disadvantage business enterprise ("DBE") programs is presently the subject of national litigation that affects airports and therefore the scope of DBE requirements cannot be fully determined at this time. Based upon interim rules recently issued by the FAA, MKAA does not expect that the selected firm will be required to achieve any DBE goals, but that may change between the issuance of this RFQ and when a contract is executed. MKAA may issue addenda to update prospective Respondents about the status of its DBE program.

C. Title VI Solicitation Notice

The FAA requires the following notice to be included in all solicitations, including this RFQ. All references to the Sponsor are references to MKAA.

As a condition of a grant award, the Sponsor shall demonstrate that it complies with the provisions of Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq) and implementing regulations (49 CFR part 21) including amendments thereto, the Airport and Airway Improvement Act of 1982 (49 U.S.C. § 47123), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794 et seq.), the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101, et seq.), U.S. Department of Transportation and Federal Aviation Administration (FAA) Assurances, and other relevant civil rights statutes, regulations, or authorities, including any amendments or updates thereto. This may include, as applicable, providing a current Title VI Program Plan to the FAA for approval, in the format and according to the timeline required by the FAA, and other information about the communities that will be benefited and impacted by the project. A completed FAA Title VI Pre-Grant Award Checklist is required for every grant application, unless excused by the FAA. The Sponsor shall affirmatively ensure that when carrying out any project supported by this grant that it complies with all federal nondiscrimination and civil rights laws based on race, color, national origin, sex, creed, age, disability, genetic information, in consideration for federal financial assistance. The Department's and FAA's Office of Civil Rights may provide resources and technical assistance to recipients to ensure full and sustainable compliance with Federal civil rights requirements. Failure to comply with civil rights requirements will be considered a violation of the agreement or contract and be subject to any enforcement action as authorized by law.

D. Federal Fair Labor Standards Act (Federal Minimum Wage)

All contracts and subcontracts that result from this RFQ will incorporate by reference the provisions of 29 CFR part 201, et seq, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part-time workers.

The selected firm will have full responsibility to monitor compliance to the referenced statute or regulation. The firm must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division.